The purpose of this handbook is to familiarize the student with the policies of the program, so as to give direction to the student throughout their course of study.
Who Are We?
Mercy College of Ohio is a Catholic, undergraduate institution of higher education founded by the Sisters of Mercy and sponsored by Mercy. Our focus is to provide health care and health science related programs, continuing professional education programs, and other community services. We value and provide the integration of general and professional studies as the basis for successful career preparation. Excellence in the teaching and learning experience is rooted in the correlation of theory and practice.

Mission
Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.

Vision
We will be the leader in educating individuals committed to intellectual inquiry, social engagement, and lifelong learning.

Values

**Compassion** – Displaying respect, empathy, and a willingness to listen.

**Human Dignity** – Respecting the significance of each individual.

**Excellence** – Pursuing distinction in our professional and personal lives through quality academics and intellectual inquiry.

**Service** – Engaging the college community to enrich the lives of students through professional and community service.

**Sacredness of Life** – Revering all life through our thoughts, words, and actions.

**Justice** – Acting with integrity, fairness, honesty, and truthfulness.
CREDIT CERTIFICATE PROGRAM

OPHTHALMIC TECHNOLOGY

STUDENT HANDBOOK

THE PURPOSE OF THIS HANDBOOK IS TO FAMILIARIZE THE STUDENT WITH THE POLICIES OF THE OPHTHALMIC TECHNOLOGY (OT) PROGRAM AND TO GIVE DIRECTION TO THE STUDENT THROUGHOUT THEIR COURSE OF STUDY.

Mercy College of Ohio
2221 Madison Avenue
Toledo, Ohio 43604
1-888-80-MERCY
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCLAIMER</td>
<td>3</td>
</tr>
<tr>
<td>Mercy College of Ohio</td>
<td>3</td>
</tr>
<tr>
<td>Institutional Learning Outcomes</td>
<td>4</td>
</tr>
<tr>
<td>General College Information and Student Services</td>
<td>4</td>
</tr>
<tr>
<td>Academic and Professional Standards</td>
<td>6</td>
</tr>
<tr>
<td>Ophthalmic Technology Program Description</td>
<td>7</td>
</tr>
<tr>
<td>Ophthalmic Technology Program Philosophy</td>
<td>8</td>
</tr>
<tr>
<td>Program Goals and Objectives</td>
<td>8</td>
</tr>
<tr>
<td>Clinical Standards and Requirements for Ophthalmic Technology</td>
<td>8</td>
</tr>
<tr>
<td>Ophthalmic Technology Program Requirements</td>
<td>11</td>
</tr>
<tr>
<td>Clinical Practicum</td>
<td>12</td>
</tr>
<tr>
<td>Certificate Requirements Ophthalmic Technology</td>
<td>17</td>
</tr>
<tr>
<td>Ophthalmic Course Descriptions</td>
<td>17</td>
</tr>
<tr>
<td>Professional Association</td>
<td>19</td>
</tr>
<tr>
<td>Certified Ophthalmic Exam Content</td>
<td>22</td>
</tr>
<tr>
<td>Appendix A</td>
<td>23</td>
</tr>
<tr>
<td>Appendix B</td>
<td>25</td>
</tr>
<tr>
<td>Appendix C</td>
<td>27</td>
</tr>
</tbody>
</table>
DISCLAIMER

Information contained in this handbook is subject to change at any time. The College will make every effort to inform students in the program of any changes in advance of implementation. Questions concerning policies and procedures covered in this handbook should be referred to the Program Lead or Director of Short Term Education Programs.

MERCY COLLEGE OF OHIO

WHO ARE WE

Mercy College of Ohio is a Catholic, undergraduate institution of higher education founded by the Sisters of Mercy and sponsored by Mercy Health Partners. Our focus is to provide health care and health science related programs, Short Term Education Programs, and other community services. We value and provide the integration of general and professional studies as the basis for successful career preparation. Excellence in the teaching and learning experience is rooted in the correlation of theory and practice.

MISSION STATEMENT

Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.

VISION

We will be the leader in educating individuals committed to intellectual inquiry, social engagement, and lifelong learning.

VALUES

Compassion – Displaying respect, empathy, and a willingness to listen.

Human Dignity – Respecting the significance of each individual.

Excellence – Pursuing distinction in our professional and personal lives through quality academics and intellectual inquiry.

Sacredness of Life – Revering all life through our thoughts, words, and actions.

Service – Engaging the college community to enrich the lives of students through professional and community service.

Justice – Acting with integrity, fairness, honesty, and truthfulness.
INSTITUTIONAL LEARNING OUTCOMES
1. Exhibit proficiency and competency within one’s discipline and in service to others.

2. Integrate critical thinking skills to reason logically using data from appropriate disciplines to solve problems and make decisions.

3. Communicate clearly in both written and oral forms of expression.

4. Demonstrate an understanding of Catholic beliefs and faith within one’s ethical and professional decision-making.

5. Display an understanding of cultures and experiences that characterize the global community.

OPHTHALMIC TECHNOLOGY PROGRAM
The faculty and staff of the Ophthalmic Technology Program welcome you to an education experience in the expanding field of Ophthalmic Technology. During your plan of study, we will be working closely with you to prepare you to work independently as well as to work as an integral part of a healthcare team. If you need additional information or assistance while in this program, we encourage you to ask.

INTRODUCTION
The Handbook for Ophthalmic Technology (OT) is provided to give complete and accurate information for students accepted into Mercy College of Ohio’s Ophthalmic Technology Program. Students in this program are required to be aware of ALL the material contained in this handbook.

ACCREDITATION STATUS
Mercy College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

The Certificate Program in Ophthalmic Technology at Mercy College of Ohio is authorized by the Ohio Board of Regents. The Certificate Program in Ophthalmic Technology is accredited through the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO), and the Association of Technical Personnel in Ophthalmology (ATPO).

GENERAL COLLEGE INFORMATION AND STUDENT SERVICES
The College Catalog is the source for all information regarding the College’s policies, procedures, and student services. The following list is a sample of information located in the Catalog.

• ACADEMIC ADVISING
• ACADEMIC CALENDARS
• CLASS STANDING
• GRADING SYSTEM
• ACADEMIC PROBATION
• ACADEMIC INTEGRITY
• COUNSELING
• CIVILITY STATEMENT
• ATTENDANCE POLICY
• CLASSROOM AND ONLINE ETIQUETTE
• STUDENT RECORDS AND REGISTRATION (SCHEDULING OF COURSES)
• ADDING AND DROPPING COURSES
• CHANGE OF ADDRESS
• TUITION AND FEES
• REFUND POLICY
• FINANCIAL AID
• STUDENT ID BADGES
• FERPA
• DRUG AND ALCOHOL POLICY
• STUDENT CODE OF CONDUCT

TUTORING
Math, Science, and Writing tutoring is available to all students free of charge. For more information, call the Student Success Center at 419-251-1734.

BASIC SERVICES
Basic office supplies are available for student use in the Mercy College Library including, pencil sharpeners, 3-ring hole punchers, staplers, and copy machines. Copy Cards are required to print from all College computers and copy machines, cards are available for purchase at the Library and re-loadable.

Vending machines are located in a variety of locations around the campus.
- 5th floor, Student Success Center Kitchen, Madison Building
- Ground Floor, near the Cafeteria, Madison Building
- 2nd Floor, near the Rad Tech Lab, 2nd floor Madison Building
- 3rd Floor, Student Lounge, Jefferson Building

CAFETERIA
An ala carte style Cafeteria is located on the ground floor of the Madison Building. Breakfast is served from 7:00 am to 9:00 am and lunch from 11:00 a.m. to 2:00 p.m. Monday through Friday. The Cafeteria offers hot meal options, deli made to order sandwiches, grab and go items, full salad bar, soup, and a variety of side items and desserts.

PARKING
Free, lighted, and monitored parking is available in college lots and the Mercy Healthcare Center parking garage for Mercy College students. Students are expected to comply with the parking regulations issued by the security departments of any affiliated facility. Students, faculty, and staff of Mercy College are required to register their vehicle. Vehicle registration is completed during orientation, and any time thereafter, by the Student Success Center, 419-251-1734.
HONOR CODE

As future professionals, it is expected that you will conduct yourself in an ethical, responsible and honorable manner at all times. Adhering to the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO), and the Association of Technical Personnel in Ophthalmology (ATPO) rules and regulations of the Ophthalmic Technology Program, as well as those established by your clinical sites is required. Failure to behave in a professional manner can result in a warning and/or removal from the program.

RETENTION CRITERIA/STANDARDS OF PROGRESS

Once enrolled in the program the student is required to:
1. Maintain a 2.0 cumulative grade point average (GPA)
2. Maintain a “C” grade, or higher, in all courses of the Ophthalmic Technology Program.

Any grade lower than a “C” is considered a failure. Students who fail an Ophthalmic Technology course or withdraw from an Ophthalmic Technology course failing may repeat the course one time only. Please refer to “Progression/Repeating a Course” section in the College Catalog for more information. However, if a student should fail two OT courses, the Program Lead reserves the right to consider the student for dismissal from the OT program.

It is the expectation that OT students should be maintaining grades far higher than the minimum requirements if they expect to be successful in passing the COA examination.

Students who are unable to meet these program requirements will be subject to academic probation and/or dismissal from the program as outlined in the College Catalog. Students who are dismissed from the program can be readmitted as outlined in the College Catalog under “Readmission to the College.”

ACADEMIC DISMISSAL POLICIES

Students in the Ophthalmic Technology Program are subject to the “Dismissal” policy of Mercy College of Ohio as outlined in the College Catalog.

READMISSION PROCEDURES FOR OPHTHALMIC TECHNOLOGY

Students dismissed from the program for academic reasons may request consideration for reinstatement and will be interviewed by the Admissions, Progression, and Completion Committee. Complete details of the readmission policy can be found in the College Catalog.

GRIEVANCE POLICY

The grievance policy for student concerns is found in the Student Handbook. The complete policy is available in the library and by contacting the Vice President of Academic Affairs.

LEAVE OF ABSENCE POLICY

A student in good academic standing may request a leave of absence for health or other personal reasons. A “curriculum leave of absence” may be requested by a student needing a course that is not offered until a later
term. The student must request the leave of absence in writing through the Student Records Office’s office after consultation with the vice president of academic affairs or the president.

A leave of absence shall not exceed 12 months. After that, the student will be considered as a readmission applicant, unless an extension of the leave of absence has been granted.

OPHTHALMIC TECHNOLOGY PROGRAM
The Ophthalmic Technology Certificate prepares students to work as part of the health care team in the important fields of ophthalmology and optometry. The program will include didactic, laboratory and clinical components specifically designed to prepare students for entry into practice as an ophthalmic assistant.

SCOPE OF OPHTHALMIC MEDICAL PERSONNEL
As a member of the allied health profession, ophthalmic medical personnel (OMP) are part of a professional team of eye care providers. Certified OMP perform assigned procedures under the direction or supervision of a physician licensed to practice medicine and surgery, and qualified in ophthalmology.

Some of the most common tasks performed by OMP at all levels of certification include:

- Taking patient histories
- Maintaining instruments
- Administering tests and evaluations
- Taking eye measurements
- Providing patient services
- Performing a variety of clinical tasks

Ophthalmic allied health professionals possess skills and knowledge attained by didactic and clinical ophthalmic educational training. Their function is to assist the ophthalmologist by collecting data, administering treatment ordered by the ophthalmologist, and supervising patients. OMP are not independent practitioners and may not diagnose/treat eye disorders or prescribe medications. They can supply vital information to the physician who is treating patients, and may assist in areas such as surgery, patient instruction, and compliance.

OPHTHALMIC TECHNOLOGY PROGRAM DESCRIPTION
The certificate program in Ophthalmic Technology is designed as two (2) semesters of study. Classes are set up in a Monday/Wednesday format to allow students to schedule work and outside interests more easily.

The Ophthalmic Technology program is two semesters: one semester of coursework and labs and the second semester, a full-time clinical practicum. Classes meet on Mondays from 8:00a.m. to 4:50 p.m. and Wednesday from 12:00 p.m. to 5:50 p.m. The second semester is fulltime, Monday through Friday for the Clinical Practicum, as well as the Capstone Seminar one night per week.
OPHTHALMIC TECHNOLOGY PROGRAM PHILOSOPHY

In accordance with the college mission statement, the philosophy of the Ophthalmic Technology program is to provide a certificate level education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns).

Course goals and objectives are determined based on the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO), and the Association of Technical Personnel in Ophthalmology (ATPO) standards and required knowledge and learning outcomes. The goal is to produce a competent practitioner who can function in a rapidly changing health care environment as well as pass the Certified Ophthalmic Assistant exam.

Education is a continuous process through which learners develop knowledge, skills, and attitudes resulting in cognitive, affective, and psychological changes. The faculty facilitates the teaching/learning process through the sequential presentation of concepts, theories, and experimental activities within an environment that promotes mutual trust, critical thinking, and self-development.

PROGRAM GOALS AND OBJECTIVES

At the end of the certificate program in Ophthalmic Technology from Mercy College of Ohio, the certificate completer will be able to:

- Demonstrate technical competence when performing ophthalmic procedures.
- Demonstrate responsible, ethical, and professional patient care.
- Employ components of effective communication.
- Apply an understanding of scientific and mathematical concepts to eye care situations.
- Demonstrate the ability to solve problems and think critically.

CLINICAL STANDARDS AND REQUIREMENTS FOR OPHTHALMIC TECHNOLOGY

In order to meet the program competencies, and for successful completion of the objectives of the OT program, students must be able to meet the following requirements:

<table>
<thead>
<tr>
<th>PHYSICAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Must be physically able to operate a variety of types of equipment including computer, calculator, ophthalmic and other medical equipment, etc.</td>
</tr>
<tr>
<td>• Must be physically able to exert up to twenty-five pounds of force occasionally and/or frequently lift, carry, push, pull, or otherwise move objects.</td>
</tr>
<tr>
<td>• Must be able to lift and/or carry weights up to fifty pounds.</td>
</tr>
<tr>
<td>• Physical demands are in excess of sedentary work, including walking, standing, stooping, reaching, crouching, etc. for extended periods of time.</td>
</tr>
<tr>
<td>• Must possess refined auditory and visual discrimination. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATA CONCEPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or objects.</td>
</tr>
<tr>
<td>INTERPERSONAL COMMUNICATION</td>
</tr>
<tr>
<td>LANGUAGE ABILITY</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>INTELLIGENCE</td>
</tr>
<tr>
<td>GENERAL AND OCULAR ANATOMY AND PHYSIOLOGY</td>
</tr>
<tr>
<td>VERBAL APTITUDE</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>NUMERICAL APTITUDE</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>FORM/SPATIAL APTITUDE</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>MANUAL DEXTERITY</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>PHYSICAL COMMUNICATION</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>PERSONAL TRAITS</td>
</tr>
</tbody>
</table>
priorities to organize and accomplish work.

- Must demonstrate professionalism, show the ability to work alone or within a team, demonstrate integrity and sincerity, and show an attitude of caring and sensitivity.
- Maintain confidentiality of patient information.
- Must demonstrate neatness and good hygiene.
- Requires a positive attitude when receiving constructive criticism.
- Must be comfortable with physically touching others, including fellow students and patients, and being touched, in a manner consistent with practical learning.

**TRAVEL**
- Requires the ability to travel to and from the College campus, clinical facilities, and other assigned locations off campus.

These attributes are integrated into our educational process in the form of academic and clinical practicum experience objectives. If you feel that because of learning, physical, or mental/emotional disability, you would have a problem accomplishing these essential program requirements, please contact the Program Lead/Academic Advisor.

Having a special need may not preclude you from entering the program. Any student with a special need should seek help through the Division of Student Formation. More information can be found in The Office of Academic Accessibility, located on the fifth floor of the Madison Building, or on our website at [http://www.mercycollege.edu/current-students/student-formation/academic-accessability/](http://www.mercycollege.edu/current-students/student-formation/academic-accessability/).

**SERVICES FOR STUDENTS WITH UNIQUE LEARNING NEEDS**

Mercy College of Ohio is committed to making individuals with disabilities full participants in its programs, services, and activities through compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. It is the policy of Mercy College that no otherwise qualified individual with a disability shall be denied access to, the benefits of, or participation in, any program, service, or activity offered by the college.

As such, individuals with disabilities have a right to request reasonable accommodations. Individuals will receive reasonable accommodations in order to fully participate in or benefit from the college’s programs, services, and activities in a non-discriminatory, integrated manner. All college representatives, including faculty, staff, and students are responsible for the implementation of this policy and adherence to the principles of equal access.

**INITIATING CONSIDERATION FOR ACCOMMODATION**

Students who are seeking assistance from the Office of Academic Accessibility (OAA), on the basis of a specific disability are responsible for contacting the Office. Students bear the responsibility for disclosure of a disability and the request of services. Official notification usually must be done in person, depending on the nature of the disability.

Providing complete, adequate, and current documentation from an appropriately qualified professional regarding the disability and the need for accommodations (see OAA Documentation Guidelines).
Providing notification of disability, request for accommodation, and the supporting documentation within a reasonable time frame. Many accommodations require ample notice to make available.

**SPECIAL TESTING ACCOMMODATIONS FOR THE COA EXAM**

In compliance with the Americans with Disabilities Act (ADA), JCAHPO will provide reasonable accommodations for persons with disabilities. If you believe that you require such accommodation, please contact JCAHPO to receive a special accommodations questionnaire. Return the completed questionnaire with your application, along with documentation of your disability-related needs from a qualified health care provider.

**CERTIFIED OPHTHALMIC ASSISTANT EXAM**

Upon completion of course work, students must submit an application within 12 months of completing a CoA-OMP accredited Clinical Ophthalmic program to JCAHPO for permission to take the exam. Once the application is accepted, the student will be assigned a 90-day eligibility period and must schedule and take the examination during this period. This eligibility period, along with information on how to schedule the exam, is provided in a confirmation letter after the application is accepted. Currently the exam fee is $300 but is subject to change.

For more information visit: [http://www.jcahpo.org/certification/coa.aspx](http://www.jcahpo.org/certification/coa.aspx)

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In the performance of this job, the employee may be exposed to chemical vapors such as acetone, ether, or glutaraldehyde. There may also be skin contact with these substances. The employee may also be exposed to infectious agents including blood-borne pathogens.

**CAREER OPPORTUNITIES**

Currently there is a significant shortage of qualified ophthalmic assistants, technicians, and technologists in the U.S. The job outlook is favorable for graduating COA’s as the job market expects a 7% increase between now and 2016. Nationally, the average starting salary is $12-$14 per hour or $25,000- $29,000 per year with the opportunity to earn more with experience and additional training and certification. Students are eligible to take the Certified Ophthalmic Technician exam after one year of professional experience in the field and earn an increase in salary.

**OPHTHALMIC TECHNOLOGY PROGRAM REQUIREMENTS**

**GENERAL CREDIT REQUIREMENTS**

17.5/18.5* Credit Hours

*A one (1) credit hour course, Introduction to Keyboarding and Computers, may be required if a computer assessment is not passed.

Complete Ophthalmic Technology course descriptions along with a curriculum plan can be found at the end of this handbook.
GRADING POLICY OF THE OPHTHALMIC TECHNOLOGY PROGRAM

The grading scale used in the Ophthalmic Technology Program courses is as follows:

- 92-100% - A
- 84-91% - B
- 76-83% - C
- 68-75% - D
- 67% and below - F

EXPENSES

Tuition and Fees – See Mercy College of Ohio Cost Information Sheet
Textbooks and Supplies
Scrub uniforms for clinicals
Miscellaneous Expenses: living expenses, transportation, costs for affiliations, field trips, personal insurance, testing fees, hospitalization, workshops, immunizations, physicals, license fees, announcements, etc.

PROGRAM ASSESSMENT PLAN

The program is assessed in the following ways:

- Institutional assessment plan and the plan for assessment of student academic achievement
- Program assessment plan to assess student learning and program outcomes
- Ophthalmic Advisory Committee supports program planning, evaluation, and improvement
- Student evaluations of the course and the instructor at the end of each semester
- Student evaluations of the course learning objectives at the end of each semester
- Instructors utilize classroom assessment techniques (CATS) during each course
- Students review the clinical component of the program
- Program completers complete an Exit Survey
- Completers are asked to complete a Six-Month Post Completion Survey
- Employers of the Program completers are given a satisfaction survey to complete

CLINICAL PRACTICUM

Clinical Practicum consists of one (1) semester of practical experience. Clinicals will be available in area ophthalmology offices/facilities. Clinicals are offered during traditional daytime business hours Monday through Friday for a total of 495 hours. Practicum hours are unpaid.

Supervision and instruction are provided by Division of Short Term Education staff. Students are visited at least once a semester by an Ophthalmic Technology instructor. It is possible for clinicals to vary considerably from one site to another. However, clinical student objectives will be consistent for all sites. Students are responsible for providing their own transportation and other associated expenses for the clinicals, i.e., food/parking.

Placement for clinicals requires “C” grades in all Ophthalmic Technology courses prior to placement. High academic performance does not, in itself, assure placement in the clinical site. Along with academic
excellence, division approval is required for placement in the clinical facility. Inappropriate behavior may preclude clinical placement.

*All situations may not be covered in these guidelines and are left up to the discretion of the Program Lead.

**CLINICAL REGISTRATION**

Students register through Empower for clinical courses as they would any other course at the College. Tuition and fees apply to all clinical courses.

**REQUIREMENTS PRIOR TO CLINICAL PRACTICUM**

A report of sound health is a requirement of the college and must be completed prior to the start of the first clinical course (EYE 115) or the student will not be able to begin their clinical. In accordance with Mercy College of Ohio academic standards, policies and procedures, students who fail to attend clinical as of the terms add/drop date will be issued a grade of IW (Instructor Withdrawal). Once the IW is issued, students may NOT reenroll in the course for that semester. The following are required:

1. Annual history/physical examination by a physician of the student’s choice
2. Complete immunization record, including satisfaction of immunization requirements
3. Negative TB test
4. CPR/BLS Certification
5. Background check/fingerprinting

Students are required to complete a course for cardiopulmonary resuscitation for healthcare providers (CPR/BLS) certification prior to beginning the first clinical course. It must be HEALTHCARE PROVIDER certification, American Heart Association certification preferred. American Red Cross Healthcare Provider certification can be accepted initially, but renewals MUST be American Heart Association Healthcare Provider certification. The CPR card must be copied front and back of the card and must be signed. CPR/BLS courses are offered through the Division of Short Term Education at Mercy College as well as at other community agencies. It is the student’s responsibility to maintain certification throughout the entire program.

**EVIDENCE (DOCUMENTATION) OF COMPLETION OF ALL ABOVE REQUIREMENTS IS MAINTAINED BY A THIRD PARTY ADMINISTRATOR, CERTIFIED BACKGROUND. THE PROCESS FOR COMPLETING AND SUBMITTING THIS DOCUMENTATION IS OUTLINED IN EMAIL NOTIFICATIONS SENT TO STUDENTS PRIOR TO THE START OF THE FIRST SEMESTER IN THE PROGRAM. STUDENTS FAILING TO COMPLETE THESE REQUIREMENTS BY THE DESIGNATED DATE WILL NOT BE ALLOWED TO ATTEND CLINICAL COURSES.**

**INDIVIDUAL CLINICAL SITES MAY HAVE ADDITIONAL LEGAL OR MEDICAL REQUIREMENTS FOR STUDENTS TO COMPLETE. THIS INFORMATION WILL BE PROVIDED TO THE STUDENTS ASSIGNED TO THAT SITE BY THE CLINICAL SITE SUPERVISORS.**

**PERSONAL HEALTH AND LIABILITY INSURANCE**

Students are required to provide documentation of personal health insurance. However, if a student does not have health insurance a document must be signed indicating personal responsibility for healthcare related fees. All students admitted to the OT Program are provided with required liability insurance by the College upon payment of the required fee.
CLINICAL PLACEMENT AND LOCATION

The Program Lead is the College’s authorized representative who is responsible for placing students at clinical sites. The College cannot assure any student placement in the clinical site of his or her choice with regard to geographical location of the facility or the student’s residence. However, whenever possible the student may be placed in the site of his or her choice with the final decision being left to the Program Lead. Clinical sites may be up to one and a half hour driving distance from the college.

The following criteria are used for placement:

1. Student’s place of residence
2. Compatibility of a student schedule with prospective site’s schedule
3. Grade point average

Students must accept the clinical placement the semester it is assigned. If the student is unable to accept the assigned clinical, or is not eligible for placement, he or she must direct a letter to the Program Lead stating the reason and a solution as soon as possible and before the end of the semester preceding the clinical. The Program Lead and Director of Short Term Education will evaluate the situation and make recommendations. The student understands that placement is conditional on availability. If the student is unable to meet this commitment, he or she may be dropped from the program.

DRESS CODE

Students are required to order all clinical uniforms, including scrubs from the Mercy College Clothing Store, located on the 2nd floor of the Madison Building. Mercy College scrubs are required for all Ophthalmic Technology Clinicals (OTC) sites. All scrubs must be clean and neat. Students are encouraged to place scrub orders as soon as possible prior to the beginning of Semester 1 and must pay in full before the order will be processed. Students must wear relatively new, clean athletic shoes that are primarily white to OTC. Croc-like shoes are not permitted.

WHEN AT CLINICALS

- Nametags must be worn while on duty at the site.
- Makeup should be natural looking and appropriate for daytime.
- Jewelry should be conservative and in good taste, facial jewelry must be removed if applicable.
- Hair will be a “natural” color (not green, purple, blue, etc.) with hair accessories being small/tasteful.
- Nails should be clean, of appropriate length and neutral/business appropriate shades of color.
- Maintain a neat, clean, professional appearance at all times.

Dress code in all OTC sites will be supervised by the individual site. STUDENTS MAY BE DISMISSED FROM AN OTC SITE IF DRESS CODE IS VIOLATED.

CLINICAL TIMEKEEPING

Students are expected to validate their clinical attendance. The method of validation will depend on the clinical assignment. Falsification of attendance records will result in disciplinary action or possible dismissal from the program.

CLINICAL ABSENCES

Students should notify the designated instructor and clinical site supervisor if illness or emergency causes you to be absent from clinical time.
Students may be withdrawn from the clinical sites due to excessive absences. All absences must be made up.

**CLINICAL GRADING**
Details of clinical grading will be included in the OT clinical practicum syllabi. Performance evaluations, clinical projects, documentation, compliance with professional appearance standards, and attendance will determine clinical grade.

**CLINICAL EVALUATION**
Student academic and clinical progress is evaluated continually throughout the program. The Program Lead or course instructor is informed of the student’s progress through the clinical site supervisor. High academic performance does not assure continuance in the program or placement in a clinical site if the student is otherwise deemed unsuitable.

Misconduct which will prevent placement in clinical education includes, but is not limited to:
1. Any form of dishonesty, including but not limited to, cheating on written, oral, or practical examinations.
2. Absenteeism
3. Uses of profane or vulgar language
4. Using or being under the influence of alcohol or other drugs
5. Violation of any college, or Ophthalmic Technology Program policy
6. An incomplete or the omission of pertinent information from the health record
7. Omitting pertinent information from the employment record
8. Uncooperative, hostile, negative, or non-constructive attitudes toward college faculty, clinical instructors, or fellow students

Students are required to keep a log (diary) of activities during clinicals. These logs, which are a college requirement, are examined by the Program Lead or course instructor in accordance to the course syllabus.

**WITHDRAWAL/REMOVAL FROM THE CLINICAL FACILITY**
Students receiving instruction at affiliated clinical sites during the clinical experience are under the jurisdiction of the college. Students frequently have the false impression that assignment to a site is permanent. The college will immediately withdraw any student from clinicals for reasons of health (physical and/or emotional which is impeding the student’s ability to do the work required), attendance, performance, or at the request of the clinical site supervisor.

Misconduct that will result in immediate withdrawal and course failure (and possible program dismissal) from the clinical facility includes, but is not limited to:

| • Failure to maintain required 2.0 “C” GPA in all OT courses. Final letter grades of “D” are not permitted. |
| • Absenteeism |
| • Uses of profane or vulgar language. |
| • Cheating on written or practical examinations. Dishonesty, avoiding responsibility and evidence of lying will not be tolerated as well |
| • Inconsiderate, unprofessional, discourteous, and disrespectful treatment of |
patients, clinical instructors, or health information staff

- Entering the clinical site or college under the influence of alcohol or other drugs
- Drinking alcoholic beverages on clinical site or College property
- Illegally obtaining, possessing, selling, or using narcotics, amphetamines, or hallucinogenic substances.
- Using abusive, obscene or threatening language to clinical instructor, health information staff, patients, visitors or fellow students.
- Failure to maintain strict confidentiality of patient records
- Unsatisfactory technical performance
- Uncooperative, hostile, negative, or non-constructive attitudes toward clinical instructor(s), site staff, visitor(s) or fellow students
- Failure to notify both clinical site and the college when absent

CELL PHONES AND CALLS DURING OTC

No personal cell phones are to be used during the OTC. Office or clinic business phones are not to be used to make or to receive personal phone calls except in the event of an emergency. Students may make personal calls on their scheduled break or during lunch from pay phones within the office/clinic, or from cell phones outside of the office/clinic.

HAZARDOUS MATERIALS/WASTE MANAGEMENT

It is the policy of Mercy College to provide a safe environment for all students based on guidelines established by the Occupational Health and Safety Act (O.S.H.A.). During orientation to the clinical education site, the student will be shown: the location of the Hazardous Materials/Waste Management Manual, the Materials Safety Data Sheets (M.S.D.S.), the inventory of hazardous materials, hazard warning labels and their significance, and measures that a student can take to protect him/her from hazardous materials. The student has the right to information and to be free from retaliation for exercising his/her rights.

SERVICE WORK POLICY

No stipend is paid to Ophthalmic Technology students during Ophthalmic Technology Clinical. OTC is education and, as such, is just as important as time spent in the classroom. Students may not take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction.
## CERTIFICATE REQUIREMENTS OPHTHALMIC TECHNOLOGY

17.5-18.5* credit hours

### SEMESTER I

<table>
<thead>
<tr>
<th>Hrs</th>
<th>Lecture</th>
<th>Lab</th>
<th>Practicum</th>
<th>Total Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EYE 111 Essentials to Ophthalmic Technology</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>EYE 112 Ocular Medical Terminology, Anatomy &amp; Physiology, and Ocular Diseases</td>
<td>4</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>EYE 113 Ophthalmic Technology Application &amp; Practice</td>
<td></td>
<td>4</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>CIS 101 Intro to Keyboarding &amp; Computers</td>
<td>1*</td>
<td></td>
<td></td>
<td>1*</td>
</tr>
<tr>
<td>GEN 100 College Academic Success Strategies</td>
<td>0.5</td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
</tbody>
</table>

Semester I Total = 10.5-11.5* credit hours

### SEMESTER II

<table>
<thead>
<tr>
<th>Hrs</th>
<th>Lecture</th>
<th>Lab</th>
<th>Practicum</th>
<th>Total Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EYE 114 Ophthalmic Capstone Seminar</td>
<td>1.5</td>
<td></td>
<td></td>
<td>1.5</td>
</tr>
<tr>
<td>EYE 115 Ophthalmic Practicum (495 hrs)</td>
<td></td>
<td>33 (1:6 ratio)</td>
<td></td>
<td>5.5</td>
</tr>
</tbody>
</table>

Semester II Total = 7 credit hours

Program Total Hours = 17.5-18.5* credit hours

*Computer course required if applicant does not pass computer assessment.

## OPHTHALMIC COURSE DESCRIPTIONS

### Essentials to Ophthalmic Technology
EYE 111, 2 credit hrs (2-0)

Course Description

Instruction includes introduction to the field of ophthalmic practice, the function of the ophthalmic assistant, types of medical practices, specialties, principles of ophthalmic services, basic optical properties, and the role of an ophthalmic professional. Content includes the history of the ocular profession, compliance with Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Act (OSHA), medical law, and ethics, and the importance of proper patient interaction. History taking, patient triage and flow, office forms, scribing, quality assurance, and informed consent are addressed. Professional standards of care and accommodations for special populations are explored.

Pre-requisites: none
Co-requisite: EYE 112, EYE 113

**Ocular Medical Terminology, Anatomy and Physiology, and Ocular Diseases**

EYE 112, 4 credit hrs (4-0)

Course Description

This course offers an overview of medical terminology with specific emphasis to medical words related to the eye, and orbit and ocular medical conditions. Medical terminology will consistently be emphasized as discussions progress to the function and operation (physiology) and the structure (anatomy) of the various parts of the visual system. Course content will also include the fundamentals of other body systems and principles of human physiology with an emphasis on their interaction with the ocular system.

This course includes discussion of the basic characteristics of common external, internal, and systemic diseases that affect the eye and its function. An emphasis is placed on the control of infection and prevention of contamination in the clinical facility thus items such as OSHA, safe handling and infection control techniques will be reviewed. Ocular emergencies will be discussed emphasizing the appropriate action to take at the direction of a physician. A portion of this course will cover basic ophthalmic pharmacology and prescription translation.

Pre-requisites: none

Co-requisite: EYE 111, EYE 113

**Ophthalmic Technology Application and Practice**

EYE 113, 4 credit hrs (0-8)

Course Description

This course introduces the use and maintenance of ophthalmic instruments used in eye care. Visual and pupillary assessment, ocular motility, refractometry, Keratometry, tonometry, visual fields, and ophthalmic imaging are addressed. Instruction includes discussion of sterilization and preparation of surgical instruments, sterile fields, and laser safety. This course provides students with hands-on experiences performed in an ophthalmic setting. Content includes microbiology, surgical procedures and assisting, and contact lens measurements, patient instructions, and fitting.

Pre-requisites: none

Co-requisite: EYE 111, EYE 112

**Ophthalmic Capstone Seminar**

EYE114, 1.5 credit hrs (1.5-0)

Course Description

This course provides Ophthalmic Technology students with the skills necessary to transition into the workforce. It offers discussions of current trends/topics related to eye care, continuing education, interviewing and resume writing, values, personal excellence, professionalism, self-assessment and review for the national certification exam.

Pre-requisites: EYE 111, EYE112, EYE113

**Ophthalmic Clinical**
EYE115, 5.5 credit hrs (0-0-495) 1:6 ratio

Course Description
This course provides supervision of student learning experiences in an ophthalmic setting allowing the student to view and perform a variety of skills and patient interaction opportunities. Students will also be required to interact with other eye care professionals and patients.
Pre-requisites: EYE 111, EYE112, EYE113

PROFESSIONAL ASSOCIATION

Students of the Ophthalmic Technology Program are eligible for membership in the Association of Technical Personnel in Ophthalmology (ATPO). Benefits of membership include receipt of the official newsletters of the organization, attendance at professional meetings and involvement in the association prior to job entry.

Students are eligible to join during the first term of the program. Application forms are available at: www.atpo.org and must be signed by the Program Lead as proof of student status.

Student membership is highly recommended by the OT program staff as part of professional training and development. Professional associations provide avenues for continuing education and networking. Association involvement may be beneficial to career advancement.

ATPO (Association of Technical Personnel in Ophthalmology)
CODE OF ETHICS POLICY
PURPOSE
The purpose of a code of ethics is to acknowledge a profession's acceptance of the responsibility and trust conferred upon it by society and to recognize the internal obligations inherent in that trust.

Ethics address appropriate or inappropriate conduct and behavior as determined by the entity setting the ethical standards. An issue of ethics is resolved by the determination that the best interests of the association and its members are served.

POLICY
The Code of Ethics Policy of the Association of Technical Personnel in Ophthalmology (ATPO) applies to the members, officers, and other professionals associated with the ATPO. It is enforceable by the ATPO Ethics Committee, or Other entity convened by the ATPO Board of Directors. Committee members, officers, and other professionals associated with the ATPO may not serve on any matter in which his or her impartiality is subject to question or where the presence of actual or apparent conflict of interest might reasonably exist. It is the responsibility of the committee member, officers, and Other professionals associated with the ATPO to identify any potential conflict and to disclose all appropriate facts to the Chair of the Committee, who shall have final authority to determine whether the Ethics Committee member shall be replaced for that hearing.

ETHICAL PRINCIPLES
Maintaining trust and confidence of all those with whom the ATPO members, officers, and other professionals come into contact is critical for ATPO’s success. That trust and confidence depends on ATPO’s reputation for
acting ethically, with integrity and toward the highest professional standards. Therefore, all ATPO members, officers, and Other professionals associated with ATPO should strive at all times to avoid acting in such a way as would, accidentally or Otherwise, bring ATPO into disrepute. In all actions, activities, and relationships, ATPO members, officers and other professionals associated with ATPO will act with the highest standards of integrity and objectivity. This includes, but is not limited to, activities such as: sharing of information; providing undue advantage(s); receiving or providing unapproved monetary and/or non-monetary advantage(s) on behalf of ATPO or from ATPO; influencing elections, board of directors, committees, subcommittees, task forces, ad hoc bodies, and Other teams as might be organized and entrusted with specific duties; unfair advantages in examinations and Other guides used in assessing performance(s).

In view of afore stated, the ATPO Code of Ethics shall embrace the following principles:

Competence of the Ophthalmic Medical Profession
Ophthalmic medical personnel must maintain competence. Competence can never be totally comprehensive, and therefore must be supplemented by other colleagues when indicated. Competence involves technical ability, cognitive knowledge, and ethical concerns for the patient. Competence includes having adequate and proper knowledge to make professionally appropriate and acceptable decisions regarding testing or measurement protocols of the ophthalmic patient.

PROVIDING OPHTHALMIC SERVICES
Ophthalmic services must be provided with compassion, respect for human dignity, honesty, and integrity.

RESPONSIBILITY TOWARD PATIENTS
It is the responsibility of ophthalmic medical personnel to act in the best interest of the patient.

COMMUNICATION WITH THE PATIENT
Open communication with the patient is essential. Patient confidences must be safeguarded within the constraints of the law.

LEGAL RESPONSIBILITIES
Ophthalmic medical personnel must comply with all applicable requirements imposed upon them by federal, state, and local laws, as well as regulatory and licensing bodies.

EXAMPLES OF ETHICS BREACH

- Examples of breaches in ethics include, but are not limited to, the following:
  - Copying answers or otherwise cheating on CEC quizzes.
  - Falsifying records
  - Improper patient care
  - Impersonating another eye care professional
  - Exceeding professional scope of training as established by certification and accreditation organizations
  - Disrupting continuing education classes or meetings
  - Disseminating privileged information
  - Compromising the ATPO board, members, or organizational teams
  - Deriving or providing unapproved monetary or non-monetary advantage(s)
• Misstatements in an application or any Other communication to ATPO or JCAHPO
• Providing unauthorized ophthalmic services
• Misrepresentation of JCAHPO certification status
• Violations in connection with JCAHPO examinations endangering their security or validity
• Gross or repeated professional negligence
• Impaired work performance due to alcohol or other drugs
• Any physical or mental condition which impairs competent professional performance
• Physical or sexual abuse of a patient
• Criminal convictions of misdemeanors and any felonies

PROCEDURES FOR FILING ETHICS VIOLATION
If a member has a reasonable basis for believing that another person has deviated from professionally accepted standards in a manner that adversely affects patient care, or from the Code of Ethics, the member should attempt to prevent the continuation of this conduct, by adopting the following procedure:

Communicate directly with the person who appeared to violate the ATPO Code of Ethics, and inform the ATPO Board of Directors, which shall refer the matter to the Ethics Committee for a decision. When that action is ineffective or is not feasible, the member has a responsibility to refer the matter to the appropriate authorities, and to cooperate with those authorities in their professional and legal efforts to prevent the continuation of the unethical conduct. Concurrently, the ATPO Board of Directors or relevant committee shall continue all reasonable efforts to investigate the violation and determine the best course of action within the framework of the Code of Ethics.

PENALTIES AND DISCIPLINARY ACTIONS
Setting penalties and disciplinary actions are the decisions of the ATPO Ethics Committee, or other entity convened by the ATPO Board of Directors.

The disciplinary process may, in ascending order, involve any or all of the following:

1. The President or Executive Director, after consultation with counsel, will determine whether the complaints or allegations warrant transmission to the Ethics Committee.

2. The Ethics Committee will review the allegations and facts and may find them inadequate to raise a question of possible violation of the rules, or may find cause to suspect a violation. In the latter case, the offender(s) would be notified of the allegations and may dispute them and/or request a hearing. If there is no dispute or request for a hearing, the committee will render a decision and apply sanctions.

3. If there is a dispute or if a hearing is requested, the allegations and response will be forwarded to the Board of Directors and a formal hearing will be scheduled, following which the Ethics Committee will issue a written decision. Penalties and disciplinary actions may be set in a steadily increasing level of consequences and can include, but are not limited to:

   • Withholding of CECs
   • Probation
   • Temporary expulsion from ATPO
- Expulsion from ATPO
- In cases of expulsion, the Ethics Committee, or Other entity convened by the ATPO Board of Directors, may recommend to the Board of Directors to re-instate a member, officer or other professional associated with the affair after an appropriate duration, which will be determined by the Ethics Committee, or Other entity convened by the ATPO Board of Directors.

APPEALS
If a member wishes to appeal a decision, the Board of Directors will be consulted for a final decision.

CHANGES TO THE POLICY
The ATPO Code of Ethics Policy is a living document and therefore subject to change and improvement. Due to changes in policy and penalties, disciplinary actions may not be re-examined in light of new policies, but must be examined based on the policy in effect at the time of the violation. However, recurrences of previous violations must be examined based on the new policy in effect at the time of the recurrence.

CERTIFIED OPHTHALMIC EXAM CONTENT

<table>
<thead>
<tr>
<th>CONTENT AREA</th>
<th>% of exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 History Taking</td>
<td>8%</td>
</tr>
<tr>
<td>2 Pupillary Assessment</td>
<td>3%</td>
</tr>
<tr>
<td>3 Contact Lenses</td>
<td>2%</td>
</tr>
<tr>
<td>4 Equipment Maintenance &amp; Repair</td>
<td>4%</td>
</tr>
<tr>
<td>4 Lensometry</td>
<td>3%</td>
</tr>
<tr>
<td>5 Keratometry</td>
<td>3%</td>
</tr>
<tr>
<td>6 Medical Ethics, Legal and Regulatory Issues</td>
<td>5%</td>
</tr>
<tr>
<td>7 Microbiology</td>
<td>2%</td>
</tr>
<tr>
<td>8 Pharmacology</td>
<td>8%</td>
</tr>
<tr>
<td>9 Ocular Motility</td>
<td>3%</td>
</tr>
<tr>
<td>10 In-office Minor Surgical Procedures</td>
<td>7%</td>
</tr>
<tr>
<td>11 Ophthalmic Patient Services and Education</td>
<td>16%</td>
</tr>
<tr>
<td>12 Ophthalmic Imaging</td>
<td>3%</td>
</tr>
<tr>
<td>13 Refractometry</td>
<td>6%</td>
</tr>
<tr>
<td>14 Spectacle Skills</td>
<td>3%</td>
</tr>
<tr>
<td>15 Supplemental Skills</td>
<td>8%</td>
</tr>
<tr>
<td>16 Tonometry</td>
<td>4%</td>
</tr>
<tr>
<td>17 Visual Assessment</td>
<td>8%</td>
</tr>
<tr>
<td>18 Visual Fields</td>
<td>4%</td>
</tr>
<tr>
<td>19 Surgical Assisting in ASC or Hospital-Based OR</td>
<td>4%</td>
</tr>
</tbody>
</table>

* Please check JCAHPO’s Web site for updates.
The following information is important to anyone having access to patient information. Civil (monetary sanctions) and criminal penalties (large fines and jail time) may be charged for a “wrongful disclosure” of patient information. Please read and incorporate the following into your practice. If you have any questions, refer to Mercy Health Partner’s Policy and Procedure Manual or the Policy and Procedure Manual at the clinical site to which you are assigned.

In 1996, Congress adopted the Health Insurance Portability and Accountability Act (HIPAA) to help people obtain and maintain their health insurance benefits when they changed jobs. HIPAA also includes rules that are meant to make the management of healthcare information easier, protect the privacy of patients’ health information, and protect the security of patients’ health information.

Protected Health Information (PHI) is individually identifiable health information transmitted or maintained, in any form or medium, by an entity covered under HIPAA. This is information that is created or received by a healthcare provider, health plan, employer, or healthcare clearinghouse.

PHI elements include: name, address, names of relatives, employer, date of birth, telephone number, fax number, social security number, web URL, email address, internet protocol (IP) address, medical record number, account number, certificate/license number, photos, finger or voiceprints, and other unique identifying number, characteristic or code.

Confidentiality of Protected Health Information: Review, Release, and Transmission

Purpose: To maintain and ensure the integrity and confidentiality of all PHI within Mercy Health Partners.

Policy: PHI is maintained by MHP to serve the individual, the health care providers, and the Organized Health Care Arrangement (OHCA) in accordance with legal, accrediting, and regulatory requirements. All PHI is confidential and is safeguarded against unauthorized disclosures.

Overview: The types and amount of PHI disclosed is limited to that information needed for treatment, payment, and health care operations, for purposes authorized by the individuals or otherwise required disclosures.

All PHI is housed in physically secure areas.

PHI is confidential. Communication between the individual/appropriate individual(s) and the health care provider is privileged and protected from disclosure. PHI is accessed by personnel when necessary to perform their job duties and is not to be discussed outside the department. It is expected this will be observed at all times including non-work (non-school) and off-duty.
All PHI that is no longer needed must be destroyed in the appropriate manner. Paper containing PHI will be shredded or incinerated and not placed in trash bins. Electronic media, tapes, discs, CD, and hard drives will be demagnetized or incinerated. Security and confidentiality of PHI must be addressed in all contracts and business associate agreements with vendors, consultants, and contract staff who have access to PHI. This includes, but is not limited to, record courier, information services, nursing, shredding, storage services, transcription, and correspondence vendors. (See Business Associate agreements) Health Information Management/Medical Records coordinates and provides direction to individuals for review, release, and transmission of PHI.

VIOLATION OF THE MHP POLICIES MAY RESULT IN DISCIPLINE UP TO AND INCLUDING DISMISSAL FROM THE COLLEGE.

DE-IDENTIFIED PROTECTED HEALTH INFORMATION

Purpose: To establish guidelines for converting Protected Health Information (PHI) to de-identified information.

Policy: Mercy Health Partners (MHP) may disclose PHI without the individual’s permission if all individually identifiable elements are removed.

Overview: Only health information that “identifies” an individual is subject to the HIPAA Privacy Rule. MHP may use and disclose PHI without an individual’s authorization for uses Other than for treatment, payment and health care operations if the health information is de-identified.

De-identified PHI is not affected by HIPAA if:

| The health information does not identify an individual, and there is very little or no risk of re-identifying an individual. |
|---|---|
| The following identifiers have been removed: |
| • names |
| • all geographical subdivisions smaller than a state |
| • all elements of dates (except year) |
| • telephone numbers |
| • fax numbers |
| • electronic mail addresses |
| • social security number |
| • medical records number |
| • account numbers |
| • certificate/license numbers |
| • vehicle identifiers |
| • full face photographic images |
| • any other unique identifying number, characteristic or code. |
APPENDIX B

Notice of Privacy Practices
Individuals’ Rights to Request Privacy Protection of PHI Uses and Disclosures

ORAL PERMISSION
Purpose:
To ensure and protect:
1) An individual’s right to receive adequate and appropriate notice of MHP privacy practices
2) An individual’s right to request privacy protection of uses/disclosures of his/her PHI
3) And individual’s right to give oral permission for the use and disclosure of his/her PHI

Policy:
MHP protects an individual’s right to receive MHP’s Notice of Privacy Practices, which describes how the individual’s PHI will be used and disclosed. MHP also protects an individual’s right to privacy protection of uses and disclosures of his/her PHI, which allows the individual to request restrictions on uses or disclosures of PHI. Finally, MHP also protects an individual’s right to receive confidential communications, thus allowing individuals to specify how they will receive communications from MHP. MHP also ensures that individuals are provided with the opportunity to give oral permission on the use and disclosure of PHI, thus allowing individuals the opportunity to agree or object to a particular use or disclosure of their PHI.

Notice of Privacy Practices:
MHP provides individuals with a Notice of Privacy Practices (Notice), describing the uses and disclosures that may be made of their PHI, and their rights over their PHI. MHP will utilize the acknowledgment of receipt of the Notice in order to utilize PHI for treatment, payment, and health care operations.

In emergency situations, the Notice will be provided as soon as is reasonably practical, and an acknowledgment is not required.

MHP will attempt to obtain the Notice no later than the date of first service delivery, including service delivered electronically. If the first treatment encounter is conducted over the telephone, the Notice may be mailed no later than the day following the telephone conservation.

The Notice will include:
1) Header stating, “This Notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please read it carefully”
2) Describe uses and disclosures, individual’s rights, MHP’s duties
3) Inform individuals of how to file a complaint
4) Identify a point of contact for additional information
5) Will state the effective date of the Notice.

Individuals’ Right to Request Privacy Protection of PHI Uses and Disclosures:
MHP recognizes that an individual has two (2) rights by which he/she may prevent PHI from being used or disclosed against his/her will. First, an individual has the right to request restrictions of uses or disclosures of
PHI. Second, an individual has the right to receive confidential communications regarding his/her PHI. This allows an individual to specify how she/he will receive communication from MHP.

Right to Request Restrictions
MHP will provide individuals an opportunity to request a restriction on the use or disclosure of his/her PHI. MHP will make every attempt to honor a request for restriction; however, MHP has the right to refuse.

Terminating a Restriction on the Use or Disclosure of PHI
MHP may terminate the restriction agreement if: 1) the individual agrees to or requests the termination in writing, 2) the individual orally agrees to the termination and the oral agreement is documented, or 3) MHP informs the individual that it is terminating its agreement of a restriction.

Right to Receive Confidential Communications
An individual may request that MHP communicate with him/her by alternative means. An individual need only make a reasonable request to MHP to receive information by alternate means.

Oral Permission
In certain situations, the individual need only be given an opportunity to agree or object to a particular use or disclosure of the PHI. In these instances, MHP may orally inform the individual of a use or disclosure, and the individual may respond orally in agreement or objection.

Business Associates
Purpose:
To allow disclosures of protected health information (PHI) to be made by Mercy Health Partners (MHP) business associates under contracts containing required elements. In order to accomplish this, MHP establishes the general obligations of its business associates, identifies its business associates, and secures business associate agreements.

Policy:
A Business Associate (BA) is a person/entity who, on behalf of MHP:
Performs or assists in the performance of a function or activity involving the use or disclosure of PHI. Performs any other function or activity regulated by the HIPAA Privacy Final Rule.

Overview:
Before MHP discloses information to a BA, MHP obtains satisfactory assurances that the BA will appropriately safeguard the information. The BA provides these assurances by the signing of a business associate agreement that documents the permitted and required uses and disclosures of PHI. The BA cannot use or disclose the information in any manner that would not be permissible for MHP under the HIPAA privacy regulations. MHP will identify all business associates and have signed agreements in place.
APPENDIX C

MERCY COLLEGE OF OHIO
OPHTHALMIC TECHNOLOGY (OT) PROGRAM

Acknowledgment Statement

I, __________________________________________ have received a copy of the Student Handbook of the Ophthalmic Technology (OT) Program of Mercy College of Ohio. I agree to abide by the regulations described within. I have been given the opportunity to ask questions for clarification of all policies.

__________________________________________
Date                      Student’s Signature

__________________________________________
Date                      Witness Signature